



# 1st Kings Langley Scout Group

Over 100 Years in the making. Est 1909

## **Hall User's Guide – revised May 2014**

Thank you for booking the 1<sup>st</sup> Kings Langley Scout Group Headquarters. We endeavour to provide welcoming, well equipped premises for our young people and are constantly striving to improve this facility. If you have any suggestions, break anything or notice anything that may need attention or replacement please email the booking address.

Site: The official address for the Scout HQ is The Drift, Kings Langley, Hertfordshire WD4 9HT. The HQ is in a residential area and for this reason no booking will be made that extends beyond 11pm (including clearing up and departure). As with most public buildings, smoking is not permitted in any part of the HQ or its grounds. The play equipment within the grounds belongs to the Jack In The Box Nursery and is not there for hirers use.

Vehicle access: There is no vehicle access to the site, but there is plenty of public parking in Church Lane, Great Park and Langley Hill; this includes a car park in Langley Hill. Parking in the Rose and Crown car park is not prohibited but cannot be guaranteed.

Security: The keys open the right hand gate to the site, the main door and the garage door; chairs and tables are currently stored in the garage and should be returned there after use. You may find it sensible to 'lock' the gate padlock to the gate whilst you are there to ensure privacy. Please ensure all external doors, windows and gates are locked upon departure, but internal doors (excluding the garage) can be left open.

Main hall: You may decorate the main hall for your event, but please do not disturb existing displays and posters, e.g. please use 'blue tac' rather than adhesive tape or drawing pins. Please ensure the fire exits are kept clear at all times for your own safety.

**Heating and water:** The heating is operated from the thermostat above the serving hatch in the main hall and operates on a short time delay. Please turn the heater off by turning the thermostat down to zero when you leave.



There is hot and cold water in the kitchen and toilets, although only the cold water in the kitchen is drinkable. There is a stop cock located in the kitchen under the sink – if there is no water, you need to turn the handle. Please turn the water off when you leave.

**Cleaning:** The Scout HQ should be clean and tidy on your arrival. Please tidy up before you leave; there are a variety of brooms in the cupboard to the left of the entrance to the main hall. Please do not use water on any part of the main hall floor. Additional hand soap, toilet rolls and cleaning materials can be found in the cupboard on the right in the main hall. Please take all your rubbish home.


**Kitchen:** Please feel free to use the cutlery and crockery in the kitchen, unless it clearly belongs to Jack In The Box.

### Cooker Instructions (How to get the oven into manual mode!)



#### TO SET THE TIME OF DAY

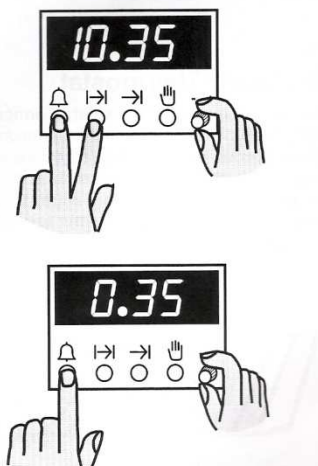
Press buttons  and , and at the same time turn the time setting knob until the correct time of day is displayed.

#### TO SET THE MINUTE MINDER

Press button  and at the same time turn the setting time knob until the duration time is displayed (maximum 23 hours, 59 minutes).

Our diagram shows the timer set for 35 minutes. After a few seconds the time of day will show in the display.

To check the number of minutes remaining, press the  button. At the end of the timed period an alarm will sound. To switch off the alarm press button .



**Please return the keys to:**